

## **[Position No.] - [Agency and/or Section]**

### **BASIC FUNCTIONS**

This position is located in Ramallah. The primary purpose of this position is to provide professional engineering services in the management and monitoring of INL's infrastructure projects being implemented in the West Bank. Typical INL construction projects include construction of operations camps and training centers, as well as remodeling/renovation of office spaces. The incumbent reports directly to the INL/Jerusalem Deputy Director and indirectly to the INL Project Manager.

### **BACKGROUND AND INTRODUCTION**

INL/Jerusalem has a growing funding base that supports a variety of construction of activities across the entire West Bank, valued at more than \$80 million over the coming five years.

### **14. Major Duties and Responsibilities**

### **% of time**

A. Provides engineering services for construction projects. Assists in the management of construction projects by conducting field visits and undertaking other measures to ensure that INL funds are being used appropriately and effectively and in compliance with contracts as let and with USG regulations and procedures. Also ensures that acceptable engineering practices, which are in compliance with prudent rules, procedures and policies, as well as with local construction laws and procedures, are being followed and implemented, and also that construction activities being financed by INL do no harm to the environment. Attends construction progress meetings, provides guidance to contractors, grantees and Palestinian counterparts on USG regulations and procedures, and prepares status reports on project progress, including analysis of problems and recommendations for corrective actions and improvements to the implementation process.

70%

B. Serves as INL LES engineering liaison on projects for which he/she has engineering responsibility with senior Palestinian Authority officials, municipal officials and others on USG procedures, rules, and regulations regarding project implementation matters such as procurement of goods and services. Assists Palestinian Authority (PA) agencies and other partners in monitoring performance of project consultants by reviewing, evaluating and recommending necessary revisions to technical specifications for goods and services from suppliers or construction companies, contract drawings, pre-qualification of firms, and project correspondence. The LES Engineer plays a key role in the transfer of U.S. technical and project implementation advice to Palestinian counterparts, and serves as a vital channel of PA advice and information to INL staff on a variety of matters that are critical to the implementation of the Mission's projects.

15%

C. Assists in reviewing and evaluating solicitation and proposal documents for engineering procurements such as Invitations for Bids (IFBs), Annual Program Statements (APSs), etc. Advises USG engineers and other interested parties on the interpretation and meaning of local government laws and regulations as they affect the implementation of infrastructure and water projects and provides interpretation or translation services between USG officers and Palestinian officials in performance of advisory duties.

10%

D. Assists other components of INL activities, as required, by providing advice on construction-related matters and inspecting construction works. Performs other miscellaneous duties as assigned by Deputy

Director.

### **15. Qualifications Required for Effective Performance**

- A. Education: Possession of a Bachelor of Science degree in Civil Engineering or related field is required.
- B. Prior Work Experience: At least five years of progressively responsible engineering experience on the construction of infrastructure, including construction management, is required. Prior experience with expatriate construction and/or engineering firms is highly desirable. Previous experience with an international development agency such as UNDP, the World Bank, UNICEF, etc. is highly desirable.
- C. Post Entry Training: None.
- D. Language Proficiency (list both English and host country languages proficiency requirements by level (II, III, IV) and specialization (speak/read): Level IV (Fluent) English and Arabic are required.
- E. Job Knowledges: Thorough knowledge of local building and construction practices, and general knowledge of USG regulations, as well as Palestinian laws and regulations affecting construction, is highly desirable.
- F. Skills and Abilities: Registered with the Palestinian Engineers Association. Good interpersonal and managerial skills, as well as negotiating and advisory skills, are required to coordinate project implementation with consultants, contractors and senior Palestinian officials and counterparts. Ability to evaluate Scopes of Work and responses to various kinds of acquisition and assistance solicitations, as well as to identify problems and recommend corrective actions. Ability to compile data, prepare reports, and make presentations. Willing to travel independently and extensively within West Bank and Jerusalem environs (up to 90% of time). Able to travel freely throughout West Bank . Possesses computer skills (Office Suite; MS Project). Possesses drivers' license valid for West Bank

### **16. Position Elements**

- A. Supervision Received: Works under the direct supervision of the Deputy Director, who will establish basic priorities for work, review completed work for compliance with INL objectives, rules and results accomplished. Works under indirect supervision of the INL PSC Project Manager.
- B. Supervision Exercised: None.
- C. Available Guidelines: USG regulations and policies, INL agreements and contracts, and various USG technical handbooks.
- D. Exercise of Judgment: A high degree of judgment is required in the solution of complex engineering and management problems. Technical judgment is required with minimum consultation with the supervisor.
- E. Authority to Make Commitments: After consultation with supervisor, may make commitments regarding resolution of project implementation issues and corrective actions.

F. Nature, Level and Purpose of Contacts: Incumbent has frequent and continuing contact with senior Palestinian officials at municipal and central authority levels regarding engineering aspects of project design and implementation, and with private sector representatives at the senior technical and corporate management level.

G. Time Expected to Reach Full Performance Level: Nine months.